



# RURAL OFFICE OF COMMUNITY SERVICES

# FUND ACCOUNTANT

## Job Summary

Is responsible for all fiscal and accounting responsibilities and for maintaining the maximum efficiency of the program by performing the following duties personally or through subordinate staff.

## Responsibilities

- Guide and direct management in the financial aspects of the organizations services including payroll function.
- Participate in the planning system.
- Assist all managers in the writing of grants, budget preparation and submission and compliance with state, federal and agency regulations.
- Keep CEO and Department Leads informed of monthly expenditures, monthly balances and spending rates.
- Keep the CEO and Board informed on budgetary and fiscal operation management complications, making recommendations for corrective action and other alternatives, which may be available to alleviate complications.
- Determine whether or not funds are available for purchase requests and the request is appropriately charged to the correct cost code.
- Organize and maintain file system, and file correspondence and other records. Purge and archive files that are no longer in use.
- Coordinate with agency financial team in maintaining posting of journal entries, various general ledgers and subsidiary ledgers.
- Coordinate with Human Resources in maintaining and preparing payroll and payroll reports.
- Coordinate with CEO on Fiscal policies and procedures.
- Maintain acceptable internal control measures to safeguard company assets.
- Organize and make available all records and financial reports for all auditing requirements.
- Submit all required reports.
- Provide for the purchase/lease of adequate equipment for operation of the department conforming to the required bidding procedures and limitations of the funding source.
- Assure that invoicing procedures and vendor terms are followed to maintain smooth fiscal operation.
- Assure that program expenditures are within budgetary limits and all purchases are validated expenses.
- Assure that fiscal accountability is being maintained and followed according to state and company procedures.
- Deposit monies into bank.
- Assist external auditors with annual company audit.
- Prepare financial expenditures for approval.
- Timely submission of all required tax returns.
- Prepare and maintain quarterly and/or yearly Internal Revenue Service reports.
- Coordinate with Human Resources to complete year end closeout and preparation of audit work papers, financial statements, W-2's and 1099's.
- Submit Board reports, State and Federal Reports and all other reports and documents as deemed necessary.
- Process monthly reimbursement requests for projects.
- Attend required meetings.
- Oversee all financial activities within the company.
- Oversee Risk Assessment activities.
- Oversee cost of property for the company.
- May be assigned additional duties as necessary by the CEO

## Minimum Qualifications

- Must possess team work and good communication skills.
- Familiarity with principles of governmental accounting, payroll systems, grant fiscal management and reporting requirements.
- Ability to operate equipment and computer software operation systems with speed and accuracy.
- Maintain Client confidentiality at all times.
- Education and experience in business practices with strong accounting background preferred.
- Experience and knowledge in computer accounting software, equipment and operations.
- Must be willing to attend meetings and/or trainings and to continue education in related field.
- Must be willing to perform other related duties as assigned.

## Education and Experience

- Bachelor degree in Accounting, Business, Fiscal Management, fund accounting or related field.
- Four (4) years' experience in finance, managing a budget with two (2) of the years being in a supervisory capacity or an equivalent combination of education and experience may be acceptable to the hiring authority.

## Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.
- Ability to apply concepts of basic algebra.

## Other Work Related Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality.
- Ability to work well with subordinates and public.

## Certificates, Licenses, Examinations

- Valid South Dakota Driver's License.
- Other such examination as deemed appropriate and necessary by ROCS.
- Ability to be bonded.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear.
- The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move 10 to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.